

## SMS Notification

The Library Network is now offering Hold Pickup Notification via SMS text messaging.

This feature is patron opt-in only and requires that the Patron sign up for the functionality in the My Account section of the eLibrary Catalog. **Please note that text messaging may not start for up to 24 hours after the patron has opted-in to the service.**

### Adding an SMS Contact Number

- 1) Click on the My Account link in eLibrary.



- Search/Home - - Advanced Search - - Kids' Library - - Other Libraries - - My Account - - Mobile Access Info -

- 2) Click on the Text Message Notification link

#### My Account

[Renew Materials & Review My Account](#)

[Guidelines for Patron PINs](#)

[User PIN Change](#)

[Text Message Notification](#)

- 3) Enter your Library Card Number (No Spaces) and PIN to log in when prompted.
- 4) Click on the Add Phone Button.

#### Text Message Notification Settings

**Text message notifications are currently only available for hold pickup notices. Standard Text Messaging rates apply.**

Phone Label

Phone Number  
(#####)

Hold Pickup Notice

Remove Phone Number

[Add Phone](#)

[Save Changes](#)

- 5) Choose a name for the Phone label section. This can be any text string to identify the SMS Contact number. (Fig. 5)
- 6) Input the 10-digit phone number that you wish to receive SMS notifications. Please enter the number with no spaces or special characters. For Example: 2485551212 (Fig. 6)
- 7) Check the Box under Hold Pickup Notice. This is what tells the system that you want Hold text messages. (Fig. 7)
- 8) DO NOT check the Remove Phone Number Box.

The screenshot shows a form with four main sections: **Phone Label**, **Phone Number**, **Hold Pickup Notice**, and **Remove Phone Number**. Below the Phone Label field is a text input containing 'CELL'. Below the Phone Number field is a text input containing '3135551212'. Below the Hold Pickup Notice field is a checked checkbox. Below the Remove Phone Number field is an unchecked checkbox. At the bottom left are two buttons: 'Add Phone' and 'Save Changes'. Arrows indicate the following steps: an arrow labeled '5' points to the Phone Label field; an arrow labeled '6' points to the Phone Number field; an arrow labeled '7' points to the Hold Pickup Notice checkbox.

- 9) Click on the Save Changes Button to save your SMS contact information.

### Removing an SMS Contact Number

- 1) Click on the My Account link in eLibrary.

[- Search/Home -](#)
[- Advanced Search -](#)
[- Kids' Library -](#)
[- Other Libraries -](#)
[- My Account -](#)
[- Mobile Access Info -](#)

- 2) Click on the Text Message Notification link

The screenshot shows the 'My Account' page. It has a header with 'My Account' and three links: 'Renew Materials & Review My Account', 'Guidelines for Patron PINs', and 'User PIN Change'. Below these is a link for 'Text Message Notification', which is highlighted with a blue arrow pointing to it.

- 3) Enter your Library Card Number (No Spaces) and PIN to log in when prompted.
- 4) Check the Remove Phone Number box for the SMS Contact Number that you wish to remove.

This screenshot is identical to the one above, but with the 'Remove Phone Number' checkbox checked. A blue arrow points to this checkbox. The 'Save Changes' button is still visible at the bottom left.

- 5) Click on the Save Changes button. This will remove the selected SMS Contact number from the Patron record.